



Operations

PILOT CONTINUATION TRAINING PROGRAM

This regulation establishes procedures for authorizing, funding, and reporting for the Civil Air Patrol (CAP) Pilot Continuation Training Program (PCTP). **Note: This regulation is revised in its entirety.**

1. Introduction. The CAP Pilot Continuation Training Program is meant to promote pilot proficiency and thus, enhance CAP flying safety.

2. Purpose. The purpose of the PCTP is to increase flight knowledge and flying skills of CAP pilots by offering an annual opportunity to participate in a formal, structured ground and flight training activity as funds permit. PCT is limited in scope to improving piloting skills. It is not intended to train pilots or observers in search and rescue procedures or techniques, train cadet student pilots for a private pilot certificate, or supplement wing or higher headquarters mandated safety meetings. However, a qualified flight instructor may administer an FAA flight review and/or annual CAPF 5 flight check if completed using FAA Practical Tests Standards.

3. General. Material provided by National Headquarters aimed at safety and CAPF 5, *CAP Pilot Flight Evaluation-Airplane*, trend analysis data must be incorporated into the course. Local material may be added as necessary. A CAP PCT event may be organized, sponsored, and conducted by squadron, wing, or region CAP units or by an external agency such as the FAA, Aircraft Owners and Pilots Association (AOPA), state aeronautics commission, etc. The event may also be a combined effort of the CAP and these other agencies, but must include both a ground phase and a flying phase to qualify for funding.

4. Funding. The program operates on a limited budget. If properly requested (paragraph 5) and funds are available, reimbursement will be made to CAP units sponsoring/cosponsoring the flight event. Events approved by the Director, Operations at National Headquarters (NHQ CAP/DO) will be funded at the rate authorized by attachment 1 of CAPR 173-3, *Payment for Civil Air Patrol Support*, for up to 1 hour of flight time per CAP pilot participating in both the ground and flight phase until budgeted funds are no longer available. Funding is provided on a first come, first served basis. Upon receipt of the final report (with National Headquarters provided material) funds will be released to the wing. All CAP member pilots are encouraged to attend flight events, but reimbursement will be given only once to each CAP pilot participant each fiscal year (1 Oct to 30 Sep). Sponsoring units can be reimbursed up to \$5 per authorized pilot participant to cover actual training expenses for items such as printing, postage, administrative supplies, and meeting space.

5. Procedures. Three basic steps are required to obtain funds for conducting a PCT event: The event must be authorized by the National Headquarters **prior** to the event; the event must include both a ground and flight phase, and the event must be documented and reported properly. It is not necessary for the flight phase to run concurrently with the ground phase of the event provided it is conducted within 30 days of the ground portion.

a. Authorization by National Headquarters is obtained as follows:

1) Units will request approval through their wing headquarters using a CAPF 10, *Request, Authorization and Report for Training/Evaluation Missions*. The wing will forward a CAPF 10 to CAP-USAF liaison region director of operations (LR/DO) with a copy to NHQ CAP/DO no later than 30 days before the requested event date with an information copy to their state director.

2) The CAPF 10 request will include the following information:

- a)** Name of the project officer with his or her contact phone number and e-mail.
- b)** Name of the unit conducting and/or sponsoring the event.
- c)** Names of organizations co-sponsoring the event, if any.
- d)** Location and date of the event.
- e)** The anticipated number of CAP pilots who will participate in both phases of the event.
- f)** The estimated cost of the event based on the rate in attachment 1 of CAPR 173-3.

3) Correspondence approving the event will be sent to the requesting wing, with info copy to wing state director office, by CAP-USAF LR/DO and NHQ CAP/DO. Event approval depends upon funds availability. Timely submission of the final report is essential. **Events not reported by 31 Oct after the fiscal year in which they were given, will not be funded.** Events scheduled for the month of September should be coordinated with NHQ CAP/DO to ensure funding is available.

b. Conducting the Event. Information, which will assist units in planning, conducting, and reporting an event is listed on the checklist provided at attachment 1. The event must include a ground phase and flight phase. To receive the proper funding the flight phase should be completed within 30 days following the ground phase. If an extension is needed, coordinate directly with Chief of Standardization/Evaluation (NHQ CAP/DOV).

1) Ground Phase. This is the academic portion designed to increase pilot understanding of the principles of flight, rules of flight, and other subjects that directly affect safe flight operations. The typical ground school outlined in attachment 1 may be modified to satisfy the unique needs of individual units, but must include instruction in each of the four major areas.

2) Flight Phase. This is a comprehensive in-flight accomplishment of the maneuvers required to operate an aircraft safely. The flight is to be conducted with a CAP check pilot (not mission check pilot) or a CAP instructor pilot. The flight syllabus in CAPR 60-1, attachment 7, and the FAA private and commercial Practical Test Standards should be used for these flights. Non-member CFIs are not authorized to instruct or administer check rides unless a waiver to CAPR 60-1 is obtained from CAP-USAF operations (XO).

c. The Final Report. A final report must be submitted to NHQ CAP/DO for all events that will receive reimbursement. The final report will also be forwarded to the wing headquarters, which will forward to the wing liaison office. Reports will include:

1) Completed copy of "Flight Event Final Report" (see attachment 2).

2) An "Attendance Roster and Certification of Flight Event Participation" signed by each pilot signifying completion of all required training, ground and flight (see attachment 3).

3) Certification by the wing or region commander (or designee), as a corporate official, that those personnel listed on the attendance roster are eligible for reimbursement. (The wing commander or designee will line through and initial any person not eligible for reimbursement.)

4) A CAPF 108, *CAP Payment/Reimbursement Document for Aviation/Automotive/Miscellaneous Expenses*, with the tracking mission number listing each flight for which reimbursement is sought.

d. Once NHQ CAP/DO processes the unit's final report, available funds for approved events will be released to the sponsoring CAP wing for distribution to the participating unit/members.

3 Attachments

1. Pilot Continuation Training Flight Event Checklist
2. Pilot Continuation Training Flight Event Final Report
3. Pilot Continuation Training Attendance Roster and Certification of Flight Event

SUMMARY OF CHANGES.

Changes approval process, establishes a National portion of the curriculum and updates reimbursement and reporting procedures.

ATTACHMENT 1 – FLIGHT EVENT CHECKLIST

1. Establish a date for the event.
2. Screen the squadrons within the wing to determine an approximate attendance.
3. Obtain instructors:
 - a. FAA General Aviation District Office
 - b. Flight Service Station
 - c. Weather Bureau
 - d. AOPA
 - e. State Aeronautics Commission
 - f. Fixed Base Operators
 - g. Wing Membership
4. Arrange for Flight Instructors for the flight phase (See CAPR 60-11, para 5b2).
5. Finalize the date and place of the event.
6. Review CAPR 60-11 authorization procedures.
7. Make a formal request on CAPF 10 for CAP-USAF LR and National Headquarters authorization in accordance with CAPR 60-11, paragraph 5a.
8. Suggested ground school curriculum.
 - a. Nationally provided topic (**mandatory**)
 - b. Flight Rules/Regulations
 - 1) CAPR 60-1
 - 2) FAA Regulations
 - c. Flight Procedures
 - 1) Navigation (Enroute/Search)
 - 2) VFR/IFR Procedures
 - 3) Terminal Area Procedures
 - 4) Aviation Weather
 - 5) Flight Planning/Flight Plans
 - d. Flight Operations
 - 1) Use of Checklists
 - 2) Aircraft Performance Review
 - 3) Ground/Airborne/Landing Emergencies
 - 4) Crosswind Limits/Landing Techniques
 - e. Safety
 - 1) Mountain Flying
 - 2) Marginal Weather Flying
 - 3) Aircraft Inspection Requirement
 - 4) Physiological issues
 - 5) Unique local requirements
9. Complete the ground phase and have all participants fill out the attendance roster (atch 3) with the exception of their signature. (Roster provided by NHQ CAP/DO).
10. Complete the flight portion and have each pilot sign the attendance roster to certify completion of both phases of the event.
11. Review CAPR 60-11 reporting instructions.
12. Complete the final report (atch 2) and screen the attendance roster for accuracy and verify all signed individuals have completed both phases of the event. NO SIGNATURE, NO REIMBURSEMENT.
13. Have wing commander or designee review the attendance list and certify only CAP pilots are submitted for reimbursement, **and that listed attendees have not been previously reported in the same fiscal year for this program.**

ATTACHMENT 2 – PILOT CONTINUATION TRAINING PROGRAM FINAL REPORT

DATE: _____

UNIT/WING SPONSORING FLIGHT EVENT: _____

LOCATION OF FLIGHT EVENT: _____

DATE OF GROUND PHASE _____

FLIGHT PHASE _____

NUMBER OF CAP PILOTS COMPLETING GROUND PHASE OF THE FLIGHT EVENT: _____

| NUMBER OF CAP PILOTS COMPLETING GROUND -& FLIGHT PHASE OF THE FLIGHT EVENT: _____

HAVE NATIONALLY SUPPLIED MATERIALS BEEN RETURNED (ex. video tapes)? _____

ATTACH CONSOLIDATED CAPF 108 FOR ALL PILOTS COMPLETING THE FLIGHT PHASE.

SUMMARY OF EVENTS:

LIST OF GROUND AND FLIGHT INSTRUCTORS AND THEIR QUALIFICATIONS:

- 2 Attachments
1. Attendance Roster
 2. Consolidated CAPF 108

SIGNATURE OF FLIGHT EVENT PROJECT OFFICER

(SUBMIT FLIGHT EVENT FINAL REPORT TO NHQ CAP/DOV WITHIN 30 DAYS AFTER EVENT COMPLETION)

ATTACHMENT 3 – ATTENDANCE ROSTER AND CERTIFICATION FOR PCT PROGRAM

EVENT HELD ON _____ SPONSORED BY _____

PRINTED NAME
(GROUND PHASE) CAPID**MEMBER'S UNIT**
CHARTER NO.**SIGNATURE/DATE**
(AFTER FLIGHT PHASE)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
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15. _____
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17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

WING CERTIFICATION: I certify that the above-signed individuals have completed both phases of the flight event in accordance with CAPR 60-11, and are eligible for reimbursement. These individuals have not received reimbursement for the Pilot Continuation Training program this fiscal year (Oct-Sep).

Signature